



## COMMONWEALTH of VIRGINIA

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### MEMORANDUM

TO: State Agencies and Institutions

FROM: Valerie J. Smith, State Charge Card Project Analyst  
State Payroll Operations and Charge Card Program Administration

SUBJECT: American Express Enhanced Reporting Tool

In an effort to provide management and control tools to state agencies and institutions in the purchase card and travel card environments, the Department of Accounts (DOA) is releasing a new tool by American Express which allows for more detailed reporting as well as export capabilities of data related to the purchase card and travel card programs. Enhanced Reporting is a tool which is accessed through the AMEX@Work platform and provides valuable information for Procurement, Fiscal and Internal Audit staff. While there are numerous reports available in Enhanced Reporting, the enclosed guide addresses those deemed most beneficial in supporting Program Administrator's (PA) roles and responsibilities. A few of the reports which can be accessed through Enhanced Reporting are listed below:

- SWAM Report including Tax Identification Number
- 1099 Report including Tax Identification Number
- Card Inactivity Report
- Sales Tax Audit Report
- Delinquency Report

Enclosed is the Commonwealth of Virginia Enhanced Reporting Guide. After reviewing this guide, please complete the attached request form for each individual desiring access to Enhanced Reporting. An individual who currently has a user id would only need to complete page 1. If the individual does not have a user id, both pages 1 and 2 must be completed. The completed form(s) should be faxed back to DOA at 804-225-3499. The process will take approximately 14 days once a completed request is received.

All users are encouraged to use the tool as soon as access is granted . The Enhanced Reporting guide should provide sufficient instruction for use of the tool. If after reviewing the guide and attempting to use the tool there is still a need for training, email me identifying the specific area of training desired and the number of individuals to be included. Training will be provided by American Express and may take the form of phone support, web training, regional training or onsite training. DOA will coordinate training requests with the dedicated American Express team for Enhanced Reporting and notify requesting agencies of the specific times and dates once scheduled.

Our April Monthly PA call will be dedicated to Enhanced Reporting. It is scheduled for Wednesday, April 20th at 1:30pm. Details on the call in procedure can be found using the link below and clicking on 'American Express Information.'

<http://www.doa.virginia.gov/procedures/Payroll/SPCC/SPCCMainPage.htm>

If you have any questions or need additional information, please contact me at [valerie.smith@doa.virginia.gov](mailto:valerie.smith@doa.virginia.gov), or 804-371-7804.

Enclosures